



CANNON BUILDING
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BOARD OF FUNERAL SERVICES

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| MEETING MINUTES: | BOARD OF FUNERAL SERVICES |
| DATE AND TIME: | 9/26/2019 10:00 AM |
| PLACE: | 861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building |
| MINUTES FOR APPROVAL: | November 19, 2019 |

MEMBERS PRESENT

Nicholas Picollelli, Professional Member, President
Harvey Smith, Jr., Professional Member, Secretary
Vance Daniels, Public Member
Jane Hovington, Public Member
S. Keith Parsell, Professional Member
Bill Torbert, Professional Member

MEMBERS ABSENT

Weston "Pete" Nellius, Public Member

DIVISION STAFF

Kevin Maloney, Deputy Attorney General
Mary Veenema, Administrative Specialist II

PUBLIC PRESENT

Karen Feeley

CALL TO ORDER

Mr. Picollelli called the meeting to order at 10:06 AM.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – July 23, 2019

Mr. Torbert made a motion, seconded by Ms. Hovington, to approve the July 23, 2019 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Discussion of Intern Quarterly Reports-Should Interns be required to report on Services and arrangements.
Mr. Parsell made a motion, seconded by Mr. Torbert to approve the proposed regulation change submitted by Mr. Maloney. A public hearing will be scheduled for 2020. By unanimous vote, the motion carried.

Change of the Resident Intern Embalming Report

Mr. Parsell made a motion seconded by Mr. Torbert to approve the new embalming report submitted by Ms. Veenema to replace the current report due to antiquated language. By unanimous vote, the motion carried.

NEW BUSINESS

Review of Application for Funeral Director by Reciprocity

Mr. Torbert made a motion, seconded by Ms. Hovington, to approve the Application for Funeral Director by Reciprocity for Wyrta Myster contingent upon Ms. Myster passing the LRR. By unanimous vote, the motion carried.

Review of Application for Funeral Director

Mr. Parsell made a motion, seconded by Ms. Hovington, to approve the Application for Funeral Director for Karen Feeley contingent upon Ms. Feeley passing the LRR. By unanimous vote, the motion carried.

Ratification of Application for Funeral Director Limited

Mr. Parsell made a motion, seconded by Mr. Torbert, to approve the ratification of Application for Funeral Director Limited for Chad Helfenbein. By unanimous vote, the motion carried.

Ratification of Application for Funeral Resident Intern

Mr. Parsell made a motion, seconded by Ms. Hovington, to approve the ratification of Application for Funeral resident intern for Rachel Mealey. By unanimous vote, the motion carried.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

There was no discussion before the Board.

PUBLIC COMMENT

No public comment

NEXT MEETING

The next Board meeting is scheduled for Tuesday, November 19, 2019 at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Parsell moved, seconded by Mr. Torbert, to adjourn the meeting at 10:17 AM. By unanimous vote, the motion carried.

Respectfully Submitted,



Administrative Specialist II